

**Minutes of Buncombe County Audit Committee**  
**September 19, 2017**  
**9:00 AM**

**Members Present:** Larry Harris, Kendra Ferguson, Andrew Hoffman, Diane Price, Danny Yelton, and Al Whitesides

**Also Present:**

**County Staff:** Terri Orange, Tim Flora, Mandy Stone, Dustin Clark, Michael Frue, and Blair Chamberlain

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The Audit Committee Chairman, Larry Harris, called the meeting to order at 9:00 AM.

**Meeting Minutes**

The minutes from the August 29, 2017 meeting were presented. There was no discussion. Danny Yelton moved to accept the minutes. Kendra Ferguson seconded the motion. All Committee members voted in favor of the motion.

**Proposed Changes to Audit Committee Charter**

Internal Auditor, Terri Orange, gave a brief overview of the proposed changes to the Charter; reminding the Committee that the Buncombe County management team representative on the Committee will be removed and replaced by a second Buncombe County Commissioner. Another significant change to the Charter is giving the Committee more oversight of the Internal Audit function, including approval of the Internal Audit Plan and approval of the appointments and dismissals of the Internal Auditor.

Al Whitesides moved to approve the changes, Kendra Ferguson seconded the motion. All committee members voted in favor of the motion.

The Committee will recommend these changes to the Board of County Commissioners for their approval.

**Proposed Bylaws**

Internal Auditor, Terri Orange, reminded the Committee members that it is good practice to have bylaws for the Audit Committee and the committee currently does not have any in place.

Danny Yelton moved to adopt the bylaws, Diane Price seconded the motion. All committee members voted in favor of the motion.

**Proposed Internal Audit Charter**

The proposed Internal Audit Charter spells out the responsibilities of the Internal Auditor. Responsibilities include monitoring and evaluating risk in the County, reporting to the Board of County Commissioners significant risk exposures and control issues, and presenting to the Committee the Internal Audit Plan.

Kendra Ferguson moved to adopt the Internal Audit Charter, Al Whitesides seconded the motion. All committee members voted in favor of the motion.

## **COSO Internal Control – Integrated Framework**

COSO Internal Control is recommended by GFOA for governmental units to adopt. If adopted, the Internal Auditor will coordinate education of County management and staff on the framework.

All Whitesides moved to adopt the framework, Danny Yelton seconded the motion. All committee members voted in favor of the motion.

The Committee will recommend the adoption of the COSO Internal Control Integrated Framework to the Board of County Commissioners for their approval.

## **Discussion of Audit Committee Meeting Calendar**

It was noted that some of the Audit Committee meetings cannot be scheduled in advance due to the unknown timing of the completion of the annual financial statements and other variables. The meetings surrounding the review and approval of the CAFR will be called meetings in October and November.

The Committee set their first quarter meeting for next calendar year as Tuesday, February 6, 2018.

## **Other Discussion**

CFO, Tim Flora, mentioned that a public website is in the works for the Audit Committee where members and interested parties can go to view official Committee documents, meeting agendas and minutes, and meeting times and locations. He hopes that the site will be live in the next month or so.

The County Manager projected that the Audit Committee recommendations will be on the October 3<sup>rd</sup> Board of County Commissioners agenda.

## **Conclusion of Meeting**

All Whitesides motioned to adjourn, Danny Yelton seconded the motion, all approved. Larry Harris adjourned the meeting at 9:25am.